

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Chief Deputy Fire Marshal

Class Code: 60615

A. Purpose:

Directs the training program for the State Fire Marshal's office to provide training to volunteer fire departments and serves in the State Fire Marshal's absence to ensure duties of the office are carried out.

B. Distinguishing Feature:

The Chief Deputy Fire Marshal develops and coordinates training for volunteer fire departments, serves in the State Fire Marshal's absence by assigning and reviewing investigations and inspections, and provides assistance on budget and policy development and implementation. Deputy fire marshals investigate fires to determine cause and origin and conduct building inspections to ensure fire safety regulations are met.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Plans, develops, and coordinates training courses for statewide fire schools to ensure adequate and consistent training is provided to volunteer fire departments.
2. Serves in the State Fire Marshal's absence by assigning investigations, attending controversial investigations, reviewing investigation and inspection reports, interpreting policies and regulations and allowing exceptions to ensure the duties of the office are carried out.
3. Assists the State Fire Marshal by providing input on policies, developing office budget, developing and tracking legislation, drafting rules, serving as liaison between fire fighting associations and the State Fire Marshal's Office, representing the office in the state emergency operations center, and planning and developing fire safety procedures with various state agencies to ensure goals and objectives of the program are met.
4. Assigns training requests to training specialists to ensure training needs of volunteer fire departments are met, and researches and plans training for all staff to ensure new techniques and information are incorporated.
5. Supervises subordinate staff by interviewing, selecting, training, assigning work, approving leave, addressing employee problems and appraising performance to ensure the goals and objectives of the office are met.
6. Performs other work as assigned.

D. Reporting Relationships:

Reports to the State Fire Marshall. Typically supervises training specialists who conduct training for volunteer fire departments.

E. Challenges and Problems:

Challenged to react and adapt to emergency situations that can be difficult since each situation is different and can affect an entire schedule of activities.

Typical problems include solving inspection conflicts or discrepancies and dealing with school districts or other agencies on fire code violations.

F. Decision-making Authority:

Decisions made include the direction of the training program, contracting with consultants for training purposes, whether or not fire investigations will be conducted, and interpretation of office policies.

Decisions referred to a superior include final approval on disciplinary actions, office policy, and out-of-state training.

G. Contact with Others:

The incumbent has daily contact with local fire departments on training, investigations and inspections; with state agencies on fire safety programs; with local school districts on training and safety inspections and with local governments on safety inspections.

H. Working Conditions:

May be subject to on-call 24 hours per day. Some travel is required since training is monitored on-site at fire stations around the state. Fire investigations and inspections are also conducted on site. Hazards are present in buildings that have been burned.

I. Knowledge, Skills and Abilities:

Knowledge of:

- fire fighting principles and methods;
- investigation techniques;
- training methods;
- laws and regulations pertaining to fire safety codes.

Ability to:

- teach adults;
- develop and coordinate training programs;
- maintain effective working relationships;
- deal tactfully with others;
- communicate information clearly and concisely.